

CSBG Recovery Act Local Plan

Please refer to your instructions prior to completing the Community Services Block Grant (CSBG) Recovery Act Local Plan.

Submit To:

Department of Community Services and Development
Attention: Community Services Division
P.O. Box 1947
Sacramento, CA 95812-1947

Section I - Agency Information

Agency	Foothill Unity Center, Inc.
Address	415 W. Chestnut Avenue
City	Monrovia, CA 91016

Agency Contact Person Regarding CSBG Recovery Act Local Plan

Contact Person	Joan Whitenack
Title	Executive Director
Phone	(626) 358-3486
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E-mail Address	joan@foothillunitycenter.org

Section II - Certification

- 1 As a part of the efforts to ensure transparency and accountability, the Recovery Act requires Federal agencies and grantees to track and report separately on expenditures from funds made available through the stimulus bill. Please check to acknowledge that your agency is aware of this requirement and has the capacity to track CSBG Recovery Act program activities and expenditures separately from all other CSBG or other funding, including activities and expenditures carried out by delegate agencies and other service providers supported by subcontracts under Recovery Act funding.

XX We acknowledge and approve the above requirements

The undersigned hereby certify that this agency complies with the requirements of this CSBG Recovery Act Local Plan and the information in this plan is correct and authorized.



Board Chair David Steinmeier, President

May 11, 2009

Date



Executive Director Joan Whitenack

May 11, 2009

Date

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Section III - DUNS Number

Provide your agency's Data Universal Numbering System (DUNS) number. If your agency has not registered, do so and provide the number below.

DUNS Number	787910546
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Section IV - CCR Number

Provide your agency's Central Contractor Registration (CCR) number. If your agency has not registered, do so and provide the number below.

CCR Number	CAGE # 5FYN5
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Section V - Verification of Public Inspection

Provide verification of public inspection of your agency's CSBG Recovery Act Local Plan. Documentation of public inspection must also be provided, i.e. copy of web page, e-mail blasts, etc.)

A) Describe how your agency made this Local Plan available for public inspection.

The Local Plan is available through a link on our website. Press releases distributed to community newspapers indicate that the Local Plan is available for review at the website and by request during business hours at our main facility.

Section VI - General Plans

For each question in this section, provide a comprehensive narrative of what plans you have made to date.

A) Provide a description of Recovery Act projects for purposes of creating and sustaining economic growth and employment opportunities. Include a description of targeted individuals and families; services and activities; and how the services and activities are tailored to the specific needs of the community.

The CSBG Recovery Act Local Plan is designed to strengthen and expand our current role and position as a service and referral hub for workforce development. As the largest provider of crisis assistance which includes food pantry and related safety-net services in our seven-city service area, Foothill Unity Center works with thousands of low-income/poverty-level clients many of who need employment assistance and referrals to local service providers. Strategies to ensure program sustainability and long-term benefit to clients and other service providers are included in the design of the following project components: Establish the 1) Foothill Area Jobs Collaborative (FAJC), Invest in 2) Organizational Efficiency Enhancements (OEE) and develop a campaign for 3) Community Outreach and Marketing (COM) specific to this project. FAJC will be a collaborative working together under MOUs, which will allow funds to be paid for services, staffing will be provided by Foothill Unity Center to maximize their programs of job development and placement. OEE will include technology and systems to improve services and tracking so that clients will be able to be served more efficiently. COM will keep the

B) Provide a description of the service delivery system for Recovery Act projects for purposes of providing a wide range of innovative services and activities. Include a description of the geographical area served.

The Foothill Area Jobs Collaborative (FAJC) will serve as the hub of programming for employment training and job development activities. In addition to hiring staff to establish an Employment Services program to serve food pantry clients, we will be able to extend the benefit of these services to additional low-income residents in our service area. Local organizations with programs that support the transition of low-income and/or hard-to-serve clients into employment will be approached to participate in FAJC. MOU's detailing the referral and linkage process will be developed for client intakes/services at agencies that operate programs deemed necessary for client progress and success in obtaining employment. Cities in the service area include Altadena, Arcadia, Bradbury, Duarte, Monrovia, Pasadena, Sierra Madre and So. Pasadena.

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C) Describe how your agency will use Recovery Act funds to meet the short-term and long-term economic and employment needs of individuals, families and communities.

Current infrastructure and active programming of potential FAJC partners are key to addressing short-term needs with these funds. We are already equipped to address the crisis needs of clients, but this project provides resources to hire employment services staff to support more timely preparation and transition into employment and self-sufficiency. "Quick assessments" of client needs and job skills will expedite employer/job applicant matches. Long-term needs will be addressed by a focus on creating and strengthening processes and systems for client referrals and linkages among service providers in our service area. Updated technology to accommodate our agency and client operations will support an exponential improvement in our level of efficiency for the long-term. The replacement of the current, hybrid system of substantial manual processes/records and computers that won't accommodate the type of integrated software needed for more efficient operations will be a significant improvement.

D) Provide a description of how linkages will be developed to fill identified gaps in services, through the provision of information, referrals, case management and follow up consultations.

Our coordination of linkages through FAJC will facilitate easy access to an array of services to support client participation in this program. This program makes the distinction between referrals and linkages. We view a referral as the process of providing a client with information, with them having the opportunity to follow-up. Linkages are viewed as "live" contacts with clients referred to a specific individual or program where we have an existing and ongoing collaborative relationship for a type of triage process for the referred client. This approach allows us to follow-up with designated individuals or departments at agencies where clients have been referred.

E) Provide a description of how Recovery funds will be coordinated with other public and private resources, to avoid duplication and/or supplanting.

There are very competent organizations that provide a wide range of employment related services in our area and we will develop mutual agreements to provide services as needed and in some cases pay for the costs of their services with ARRA funds. This will provide needed support and not duplication of their services. Current employment-related activities at Foothill Unity Center are limited to referrals to local agencies, which we will expand. Although we will be able to leverage existing resources to maintain a high-quality of crisis services for clients, all activities under the three main components for this project are new and not duplicated.

F) Provide a description of how the funds will be used to support innovative community and neighborhood based initiatives related to the purposes of the Recovery Act, which promotes food, housing, health services and employment-related services and activities.

This integrated programming model will be created through a process of referrals and linkages to bring a diverse grouping of service providers together to work closely on behalf of clients. Active membership and/or involvement in one or more community groups or meetings (i.e. task forces, coalitions) are included in the criteria for FAJC participation for client linkages, which will assure that partners are attuned to issues and trends that may contribute to or inhibit the successful outcome of client employment. Our job developers will have ongoing involvement with FAJC partners and their clients. This will provide information useful to determine priorities for program development and service delivery in this region.

G) Provide a description of the community-needs assessment (which may be coordinated with community-needs assessments conducted for other programs).

We are in the process of conducting a Community Needs Assessment for our 2010-2011 Community Action Plan. Early review of data is indicating a much higher need for employment/job related services than in prior years. Also high upon preliminary review of our Community Needs Assessment are crises/support services of food and shelter, along with health services.

H) Provide a description of the service delivery system for benefit enrollment coordination activities for purposes of identifying and enrolling eligible individuals and families in Federal, State, and local benefit programs. Include a description of the geographical area served and a listing of sub-grantees provided the services and service areas.

In addition to linkages with a number of local agencies with staff to assist clients with enrollment into public benefit programs, our clients benefit from onsite services at our two food pantries. These include a representative from the local branch of (DPSS) California Department of Social Services who enrolls clients to receive food stamps and other crisis services, as well as provides information on a range of public benefits and eligibility requirements. A local nonprofit screens and enrolls children of clients into the California's Healthy Families insurance plan for low-income families.

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J) Describe your education and outreach projects to advertise and market the Recovery Act services and outcomes.

We will include this project in our ongoing outreach activities, and a media/marketing professional will be hired to develop and implement a comprehensive plan for the project. We also will work with CalNeva to assure that information about the ARRA funding is available to the local and national communities. Our long-standing partnership with ABC7 positions this project for high-visibility. It will also benefit from the scope, frequency and reach of current activities (i.e. food drives, volunteer projects and fundraising activities with churches, fraternal and civic organizations, schools, corporate employee groups). A FAJC Update event for the community will be scheduled near the mid-point of the project to share the progress, challenges and to solicit and encourage support from community stakeholders. The update will include a written summary report prepared by FAJC staff, presentations by participating clients and FAJC partners, and a Q&A. Public officials, business owners, potential funders and potential FAJC partners will be invited to this public meeting.

Section VII - Energy Coordination

For each question in this section, provide a comprehensive narrative of what plans you have made to date.

A) Describe how your agency has/will establish a mutual referral service agreement with your local energy provider to ensure that clients receive services that support their progress towards achieving self-sufficiency.

FUCI has worked with Southern California Edison and Southern California Gas Co in providing once a year credits to low-income families. This past year we provided nearly \$50,000 of benefits to our clients. We have met with the Maravilla Foundation and are in the process of developing a working agreement to provide LIHEAP, weatherization and other energy services to the clients we serve. We have also met with key people of the Pasadena Water and Power Co. and are working on a Memorandum of Understanding to provide assistance to our clients in their area.

B) Describe the activities your agency will conduct to actively coordinate with the local energy program in employment training and job placement of clients.

FAJC will work with Maravilla Foundation and other energy focused companies to provide job opportunities to our clients through the local weatherization and energy programs. By using the combined abilities of our collaborative, we will be more active in the screening process to secure both training and positions for our clients and take advantage of the expansion of these services through ARRA funding.

Section VIII - Workforce Development Projects and Activities

In this section, provide information on projects or activities that will be funded in part or totally by Recovery Act funds that will be administered by your agency. For each project or activity, include the following: title, cost, an estimate of the number of jobs created or retained, and a description of the project or activity.

A.1) Project/Activity #1

Title	Foothill Area Jobs Collaborative (FAJC)		
Cost	\$404,000		
Est. # of Jobs	<input checked="" type="checkbox"/> Created #209	<input checked="" type="checkbox"/> Retained # 9	
Description	We will establish an Employment Services component as the hub to leveraging collective employment preparation and job development resources with other local organizations		

A.2) Project/Activity #2

Title	Organizational Efficiency Enhancement		
Cost	\$144,707		
Est. # of Jobs	<input checked="" type="checkbox"/> Created # 2	<input checked="" type="checkbox"/> Retained # 4	
Description	Overhaul of technology to eliminate redundancy and inefficiency w/current hybrid, manual system and older generation computers/software		

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A.3) Project/Activity #3

Title	Community Outreach and Marketing
Cost	\$61,000
Est. # of Jobs	<input type="checkbox"/> Created # 1 <input type="checkbox"/> Retained #
Description	Hiring of professional marketing consultant to develop a plan and project outreach materials; Include resources for CalNeva to produce a commercial on DVD useful for PSA's & public access placement for long term usage

A.4) Project/Activity #4

Title	
Cost	
Est. # of Jobs	<input type="checkbox"/> Created # <input type="checkbox"/> Retained #
Description	

A.5) Project/Activity #5

Title	
Cost	
Est. # of Jobs	<input type="checkbox"/> Created # <input type="checkbox"/> Retained #
Description	

In this section, provide information on projects or activities that will be funded in part or totally by Recovery Act funds that will be carried out by a delegate agency or other service provider pursuant to a subcontract with Recovery Act funds. For each project or activity include the following: title, subcontractor name, cost, an estimate of the number of jobs created or retained, and a description of the project or activity.

B.1) Subcontractor Project/Activity #1

Title	Not Applicable
Subcontractor	
Cost	\$
Est. # of Jobs	<input type="checkbox"/> Created # <input type="checkbox"/> Retained #
Description	

B.2) Subcontractor Project/Activity #2

Title	Not Applicable
Subcontractor	
Cost	
Est. # of Jobs	<input type="checkbox"/> Created # <input type="checkbox"/> Retained #
Description	

B.3) Subcontractor Project/Activity #3

Title	Not Applicable
Subcontractor	
Cost	
Est. # of Jobs	<input type="checkbox"/> Created # <input type="checkbox"/> Retained #
Description	

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B.4) Subcontractor Project/Activity #4

Title	Not Applicable	
Subcontractor		
Cost		
Est. # of Jobs	<input type="checkbox"/> Created #	<input type="checkbox"/> Retained #
Description		

B.5) Subcontractor Project/Activity #5

Title	Not Applicable	
Subcontractor		
Cost		
Est. # of Jobs	<input type="checkbox"/> Created #	<input type="checkbox"/> Retained #
Description		

B.6) If you specified any project/activity in B.1 – B.5, describe the process you will use to select the above subcontractor(s) to provide services funded in part or totally by the Recovery Act funds.

Not Applicable

In the section below list all projects or activities that will be funded in part or totally by Recovery Act funds, the applicable National Program Indicator (NPI) and a description of the project or activity.

C) Under the regular CSBG program, eligible entities use funds to provide services and activities addressing unemployment, education, better use of available income, housing nutrition, emergency services and/ or health to combat the central causes of poverty. Such services continue to be supportable under the CSBG Recovery Act. *In recognition of the intent of the Recovery Act, agencies are encouraged to support employment related services and activities that create and sustain economic growth.*

<i>NPI</i>	<i>Project or Activity</i>	<i>Description</i>
Goal 1 - Employment	Foothill Area Job Collaboration (FAJC)	In partnership with other agencies, we project that we will create, fill temporary and long term positions, retain or secure raises for a total of 435 jobs over the 15 month period.
Goal 1 - Employment	Foothill Area Job Collaboration (FAJC)	Foothill Unity Center will create, fill temporary and long term positions, retain and/or secure raises for an additional 211 jobs.
Goal 1.2 - Employment Support	Foothill Area Job Collaboration (FAJC)	In partnership with other agencies, we project that we will provide 1428 support services which include securing skills, certificates, diplomas, child care, transportation, health services, housing, food assistance, assistance with appearance, resume and video over the 15 month period.
Goal 1.2 - Employment Support	Foothill Area Job Collaboration (FAJC)	Foothill Unity will provide an additional 572 support services which include securing skills, certificates, diplomas, child care, transportation, health services, housing, food assistance, assistance with appearance, resume and video over the 15 month period.
Goal 1 - Employment	Organization Efficiency Enhancement Program	Foothill Unity Center will create, fill temporary and long term positions, retain and/or secure raises for an additional 9 jobs as we upgrade our systems to help provide services more efficiently as the number of families needing services increases at unprecedented rates.
Goal 6.2 Emergency Services	Foothill Area Job Collaboration (FAJC)	With more people unemployed, increasing the need for basic services, Foothill Unity Center will use a portion of the FAJC funds to increase the services as needed.

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D) Provide a description of planned infrastructure investments, the purpose, total cost and the rationale for funding the infrastructure investment with funds made available under the Recovery Act. (Capital Improvements are not allowable costs per P.L. 105-285 Sec. 678F)

A budget of \$80,000 will be used to put an updated information technology system in place. A new computer system is needed to accommodate current program operations and future growth, and is an investment with long-term benefits. An I.T. consultant experienced with new and emerging technology will be retained to develop and coordinate an I.T. plan, including an assessment of operations to determine all processes that can and should be automated. Cards with magnetic strips (or similar technology) will allow us to minimize staff time spent on time consuming tasks that can be tracked and downloaded into a database system for convenient retrieval and report generation. A UPC bar code reading system will greatly reduce staff and volunteer time needed for inventory tracking.

E) Will your agency use a portion or all the Recovery Act funds for administrative costs? Check the appropriate box.

☒ Yes, our agency will use a PORTION of the Recovery Act funds for administrative costs.

☐ Yes, our agency will use ALL of the Recovery Act funds for administrative costs.

☐ No, our agency will NOT use any of the Recovery Act funds for administrative costs.

E.1) If you checked one of the "YES" boxes in E, explain how the funds allocated to administrative costs will be tracked to a measurable outcome.

FUCI will hire a Director of Employment Services that will oversee the usage of the ARRA funds in FAJC. The administrative and program costs will be included in the costs of services that will produce the measurable outcomes.

Section IX - Required Disclosures

For each question in this section, disclose any unresolved findings and/or recommendations, or any legal proceedings.

A) List all non-CSD funded programs administered by the agency within the past three (3) years that have unresolved findings and/or recommendations or have been terminated as a result of deficiencies.

Foothill Unity Center, Inc. has had **no** unresolved findings or recommendations in the past three years. There has been **no** termination of programs as a result of deficiencies.

B) List all legal proceedings the agency is currently involved in or has been in the past three (3) years. Include a brief description of the proceeding and the outcome. If the proceeding is currently, active provide the status.

The only legal proceeding that our agency has been involved with in the past three years is a Worker's Comp claim by volunteer clown who tripped on her oversized shoes at our Back to School event and bumped her head. The case was settled by our WC carrier. We have NO active legal proceedings.

Section X - Barriers

For each question in this section, provide information on potential barriers to your agency's success.

A) Identify any barriers that your agency feels it may face in meeting the requirements of the Recovery Act (i.e., subcontracting, staffing, workforce development, compliance with reporting, performance).

We anticipate no barriers in staffing, workforce development, reporting or our performance. The only barrier that we might encounter would be the lack of available jobs/positions through local business and industry in our area which might have an impact on our meeting the requirements of the Recovery Act. We will be working to help create jobs to meet the huge number of unemployed persons needing jobs.